

TO : Mr.
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There is attached a copy of a draft of the proposed internal procedures governing the shipment of household goods and personal effects in connection with transfers of official station of CIO personnel and also of supplies and equipment destined for foreign posts. The procedure has been prepared in furtherance of our recent discussions relative to this entire problem, particularly with respect to the shipments of supplies and personal effects [REDACTED]

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It will be appreciated if a prompt review of the attached draft is made with the view in mind of offering any suggestions relative to necessary changes. It is necessary that this procedure be used in connection with current shipments which are being made on behalf of this agency for all types of personnel. The procedure must also be coordinated with the Executive Order which is being issued, effective 1 November 1946, in response to Section I of the Act of August 2, 1946, Public Law No. 600-79th Congress.

It is not considered advisable to issue the detailed instructions set forth in the attached procedure as an administrative order or instruction. It is contemplated that it will be used by the interested sections who are concerned with the actual shipments and the making of payments to employees and/or the transportation agent as the case may be.

Your early assistance in this matter will be appreciated.

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Attachment

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cc: Mr. Houston

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To: [redacted] ☐

From: [redacted]

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Action: PD 10-2

Date: OCT 30 1978 By: 013

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